Khuwaja Shafique AHMED

Policy Economist | Public Policy Professional

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PROFILE SUMMARY

Data-driven public policy professional with expertise in business economics, business data analytics, and process optimization. Skilled in using Python, R, Google Looker, and Power BI to convert complex datasets into actionable insights that strengthen institutional decision-making. Experienced in administrative policy design, vendor governance, and operational workflow improvement across banking and development sectors. Adept at integrating quantitative analysis with policy reasoning to enhance compliance, efficiency, and organizational performance.

COMPETENCIES

Financial Reporting	Financial Analysis, Expense Monitoring, Budget Controls, Variance Tracking.
Data Visualization	Google Looker, Microsoft Power BI, MS Data Formulator, Plotly Studio, Tableau, and MS Excel.
Office Packages	Oracle Fusion Cloud, Oracle ERP, Microsoft Office Application, and Google workplace Suit.
Research Packages	Python, R, SPSS, Research Rabbit, Zotero, NotebookLM, Atlasti, Mendeley, and Generative AIs.
Process Optimization	Policy / SOP Design, Workflow Design, Operational Diagnostics, Internal Controls, Compliance.
Professional Communication	Report Writing, Technical Writing, Policy Briefing Data Storytelling Stakeholder Engagement.
Vendor Management	Contract Management, Risk Assessment, Performance Monitoring, Business Continuity.

PROFESSIONAL EXPERIENCE

JS Bank Ltd
Nov 24 - Present

Senior Manager – Administration | Policy, Data and Process Optimization
- Designed and enforced administrative policies and SOPs, ensuring regulatory compliance and implementing process improvements that enhanced operational efficiency.
- Drafted, designed, and managed the full cycle of administrative policy and SOP development, including stakeholder consultation and securing Executive/Board approval to ensure regulatory compliance and operational efficiency.
- Developed dynamic, integrated data dashboards using Microsoft Power BI and Google Looker to support evidence-based decision-making, resulting in PKR 32 million in direct savings (PKR 24M fuel, PKR
- 8M edibles) and a 30% reduction in paper consumption.
- Managed administrative budgets, optimized resource allocation, and executed data-driven cost saving initiatives that delivered measurable expense reductions.

JS Bank Ltd
Aug 20 – Jan 24

Assistant Manager – Vendor Management
- Develop and execute a comprehensive vendor management strategy aligned with the bank's objectives.
- Establish and maintain vendor governance frameworks, policies, and procedures.
- Ensure adherence to regulatory requirements and internal policies.
- Ensure all contractual obligations are met by both the bank and vendors. Identify, assess, and mitigate vendor-related risks, including security, compliance, and business continuity.

Auvitronics Ltd.
Feb 14 – Sep 18

Administrative Officer
- Ensured full compliance with labour, industrial, and regulatory frameworks while sustaining stable industrial relations across stakeholders, suppliers, and vendors, including the effective implementation of HS&E (Health, Safety & Environment) SOPs.
- Managed end-to-end transport operations for 700+ staff members and oversaw negotiation, welfare matters, canteen administration, and staff grievance resolution, along with additional responsibilities assigned by the line manager.

TEACHING EXPERIENCE

HANDS – IDS Jan 24 – Oct 24	**Lecturer – Development Studies**
	〉 Teaching community development, development economics, research methods to undergraduate level. Design course outlines.
	〉 Assisted HoD – Development Studies in syllabus design, planning academic activities.
	〉 Looked after campus procurement as ad-hoc Deputy Director Procurement.

ACADEMICS

2024 – Present	PhD in Science Technology and Innovation Policy	Mehran UET, Jamshoro, PK
2018 – 2020	MPhil. In Public Policy	Pakistan Institute of Development Economics, Islamabad, PK
2014 – 2017	MA in Public Policy	University of Karachi, Karachi, PK
2009 – 2011	Bachelor of Arts	Shah Abdul Latif University, Khairpur, PK

CERTIFICATIONS

2023	Microsoft Power BI	PSTD, Pakistan
2020	SPSS for Data Analysis and Research	University of Karachi, PK
2017	Protecting Human Research Participants	NIH, (Web-Based Training), USA
2017	Increasing Productivity Through MS Office	PSTD, Pakistan

PROJETS

Cost Optimization Project, 2025	〉 Supported the management's cost-optimization agenda by developing integrated data-driven dashboards covering printing services, edibles, space allocation, travel management, and fuel consumption, enabling targeted and evidence-based operational decisions.
	〉 Achieved PKR 24 million savings in fuel, PKR 8 million savings in edibles, and a 30% reduction in paper-related costs through actionable insights generated from these dashboards.
Oracle Fusion Cloud Deployment, 2022	〉 Worked as a team member in development and deployment of Oracle Fusion Cloud (supply chain solution) and trained entire branches of JS Bank in Sindh.
	〉 Liaison with external media team on development of training material including the script writing and proof reading of content.
Fixed Asset Reconciliation, 2020-21	〉 Led a nationwide reconciliation of JS Bank's Fixed Asset Register covering a PKR 4 billion portfolio, identifying PKR 256 million in missing or untraceable assets at project initiation and coordinating branch, back-office, and premises inspections with a three-member team.
	〉 Recovered assets worth millions through systematic verification and field audits, successfully reducing the untraced asset value from PKR 256 million to PKR 28 million by project completion.
Research Publication	Ahmed, K. S., Yar, M. A., & Ali, J. (2023). ECONOMICS OF INFORMAL SETTLEMENTS AND THE POLICY RESPONSE. *Priority-The International Business Review*, *2*(1), 189-205.
Interests	Quantum Machine Learning, Particle Physics, Data Science, Fusion Energy, Development Economics, and International Security.

REFERENCES

Prof. Dr. Iftikhar Ahmad
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